

Bridge Design Memorandum

To: Bridge Design
From: NJA/mrd
Date: 10/22/2013
Re: Shop Drawing Distribution

As per NJA and JMW, shop drawings stamped “No Exceptions Taken” shall be distributed in accordance with this memo.

A distribution memo shall be sent to the Project Engineer for beam, SIP form, and detour bridge shop drawings. The memo goes to the Fabrication Inspector for all others. Copies of the shop drawings shall be distributed as per the chart below.

Beam shop drawings are sent to the District Materials Engineer where the fabricator is located. For example, beams fabricated by J.J. Ferguson, shop drawings shall go to the District 2 Materials Engineer and shop drawings for beams fabricated by F-S Prestress and Gulf Coast Pre-Stress go to the District 6 Materials Engineer.

The District Engineer, Construction Division, and Central File shall be cc'd on all distribution memos.

Title	Prestressed Beam	SIP Steel Forms	Detour Bridges	Sign Trusses	Structural Steel	Downspouts	Finger/Modular Joints	Disc Bearings
Contractor	1	1		1	1	1	1	1
Project Engineer	2	2	3	2	2	2	2	2
Erection Subcontractor				1				
Fabricator	1	1		1	2	2	2	2
District Materials Engineer	2							
State Materials Engineer		1		1	1	1	1	1
Bridge File	1	1	1	1	1	1	1	1
Fabrication Inspector				3	3	3	3	3
Total Sets Needed:	7	6	4	10	10	10	10	10

*Increase total sets needed by one if reviewed by consultant